



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EXCEPTIONAL CHILDREN CONSULTANT

Job Number: 20001090

Job Code: 53040V161016

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 07/01/1991

Job Revised: 10/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under general direction, provides consultative services and technical assistance to local school district personnel and other state and local agencies related to educational programming for students with disabilities, which includes children with deaf blind, communication disorders (hearing impaired and speech), physically disabled and other health impaired, emotionally disturbed/behavior disorders, specific learning disabilities, educable mentally disabled, trainable mentally disabled, severe profound disabled, multiple disabled and the visually disabled; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional experience in the field of education.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must have full certification in special education or exceptional children education. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets, applies and enforces state and federal laws, rules, and regulations and policies relating to exceptional children's programs. Conducts workshops and provides in service training for regular/special education teachers, related agencies, administrators and parents. Assists in program implementation and curriculum development. Provides direction related to the implementation of the goals related to K.E.R.A., federal and state requirements and serves in a monitoring capacity to insure proper interpretation and application of standards, regulations and policies. Works with individuals and groups in developing curriculum; selecting, adapting or modifying equipment and materials and serves in other related consultative capacities. Provides directions for individuals or groups relating to appropriate physical facilities. Assists local school districts in grant writing and completing reports necessary to receive federal funding. Gathers, compiles and maintains records and reports on district evaluations on programs for exceptional children; correspondence, annual reports, travel reports and related material. Participates in meetings and speaking engagements with professional and lay groups concerning programs for children with disabilities.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office or school setting. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.